



TOWN OF WELFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

Tel (508) 349-0300

Fax (508) 349-0305

www.wellfleetma.org

Invitation for Bids Tennis Court Reconstruction Baker Field Recreation Area

Invitation for Bids

Sealed bids for reconstruction of the tennis courts at 70 Kendrick Avenue will be accepted by the Town Administrator at 300 Main Street, Wellfleet, MA 02667 until 2:00pm on September 23, 2016. A copy of the bid specs may be obtained by contacting the Assistant Town Administrator (508) 349-0349 or by email brian.carlson@wellfleet-ma.gov. Copies of the bid specs are also available on the Wellfleet web site at Wellfleet-ma.gov "Invitation to Bid" section. Vendors who download the bid specs from the town website are required to contact the Assistant Town Administrator by email so they may be advised of any bid addenda. All questions must be submitted in writing to the Assistant Town Administrator not later than 3:00pm on September 16, 2016.

A pre-bid conference will be held at the site at 11:00am on September 8, 2016.

I. Project Description

Demolition of the existing tennis courts and enclosure fences, construction of new stormwater drainage system, construction and replacement of tennis courts and enclosure fences, construction of accessible parking, and restoration of disturbed lawn areas. A Site Plan has been prepared and is included in the bid documents. Construction specifications will be monitored by the Town's contracted engineer.

II. Description of Work

Contractor Responsibility

The Contractor shall supply all tools and labor and be responsible for installation in accordance with the attached plans and specifications. Contractor shall be responsible for obtaining a trench permit and shall be solely responsible for site safety and security.

Town Responsibility

1. Permitting:

The Town will obtain all necessary permits and approvals other than the trench permit, and will provide the Contractor with copies of said approvals. There is an active Order of Conditions authorized by the local Conservation Commission for this project for compliance with the State Wetlands Protection Act and local environmental regulations.

2. Electrical Requirements

The town will be responsible for any electrical requirements, if applicable.

Site Visits

Bidders unable to attend the pre-bid conference may contact Brian Carlson, Assistant Town Administrator to arrange for a guided site visit.

III. Project Requirements

A. Timing of Work: Upon receipt of a "Notice to Proceed" the contractor will complete the project as rapidly as practical but shall start work within ten (10) calendar days, unless otherwise agreed upon. The contractor shall complete all work defined within the scope of services no later than December 1, 2016, unless otherwise agreed upon. Construction activities will be agreed upon and coordinated with the Department of Public Works through the Deputy Director of Public Works, Paul Lindberg.

Prevailing Wages

B. Minimum wage rates as determined by the Commissioner of Department of Workforce Development under the provisions of MGL 149, Sections 26 to 27D as amended apply to this project.

Insurance

C. Vendor shall provide proof of liability insurance with the following minimum limits –

- a) General Liability with limit of \$1,000,000.00
- b) Automobile Liability with limits of \$250,000.00 per person
and \$500,000.00 per occurrence
- c) Workers Compensation with limit of \$500,000.00

D. Bid Bond – Bids must be accompanied by a certified or bank check or bid bond. The amount of the bid deposit shall be an amount of five (5%) of the Bidder's maximum total bid price, payable to the Town of Wellfleet, Massachusetts. The bid security will be retained until the successful bidder has executed the contract with the Town, whereupon it will be returned. If the bidder fails to execute the contract and provide the information within five (5) working days of the Notice of Award, the Town may annul the award and the bid security will be forfeited.

E. 50% Payment Bond - A 50% payment bond is required as a condition for this project. The bond will ensure payment of all subcontractors and vendors for materials.

F. Warranty

The contractor shall warranty the work for one calendar year beginning on the date of town acceptance of substantial completion.

IV. Invitation for Bid Information Submittal Requirements

Notice

Sealed bids for the TENNIS COURT RECONSTRUCTION for the Town of Wellfleet, MA will be received by the Town Administrator at 300 Main Street, Wellfleet, MA 02667 until 2:00pm on September 23, 2016. A copy of the bid specs may be obtained by contacting the Assistant Town Administrator or by email brian.carlson@wellfleet-ma.gov

The Town of Wellfleet reserves the right to waive any informality, to reject any and or all bids, and to act at all times in the best interest of the Town.

Required Submittals with Bid

1. Completed bid form
 2. Bid Bond – Bids must be accompanied by a certified or bank check or bid bond, subject to the conditions provided in the Instructions to Bidders. The amount of the bid deposit shall be an amount of five (5%) of the Bidder's maximum total bid price, payable to the Town of Wellfleet, Massachusetts. The bid security will be retained until the successful bidder has executed the contract with the Town, whereupon it will be returned. If the bidder fails to execute the contract and provide the information within five (5) working days of the Notice of Award, the Town may annul the award and the bid security will be forfeited.
 3. Comprehensive list of ongoing and completed projects within the past two years.
 4. References – please submit a list of references (names, addresses, telephone #) of three recent comparable projects completed within the past three years.
 5. Statement of Tax Compliance – must be completed, signed and submitted with bid.
 6. Statement of Non-Collusion – must be completed, signed and submitted with bid.
 7. Acknowledgement of Principal – must be completed, signed and submitted with bid.
 8. Vendor shall provide proof of liability insurance with the following minimum limits –
 - a) General Liability with limit of \$1,000,000.00
 - b) Automobile Liability with limits of \$250,000.00 per person and \$500,000.00 per occurrence
 - c) Workers Compensation with limit of \$500,000.00
- 9. OSHA 10 certification required.**

Contact Information

Brian Carlson
Assistant Town Administrator
300 Main Street
Wellfleet, MA 02667
Telephone: 508-349-0349
E-mail: brian.carlson@wellfleet.ma.gov



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Bid Pricing Sheet

In accordance with the Scope of Services described in the invitation for bid specifications
I bid the following price(s).

1. Overall price_____

Name of Authorized Person (print)

Date

Signature of Authorized Person

email address

Name of Company/Corporation/Partnership

Address (# Street or PO Box

telephone #

Town/State/Zip Code



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Statement of State Tax Compliance

Description of Bid/Proposal _____

Date of Bid _____

Pursuant to Chapter 323 of the Acts of 1983, Section 49A, I _____

_____, Authorized signatory for _____

_____, whose principal place of

business is _____ do

hereby certify under the pains of perjury that _____

has complied with all laws of the Commonwealth relating to taxes.

Name of Person Signing Bid/Proposal

SSN or FID #

Name of Business

Date

This form must be included with the bid/proposal.



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Certificate of Non-Collusion

Description of Bid/Proposal _____

Date of Bid _____

The undersigned certifies under penalties of perjury that the above bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Name of Person Signing Bid/Proposal

Name of Business

This form must be included with the bid/proposal.



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Acknowledgement of Principal

I _____ principal of _____

Holding the office of _____ with said

Company is hereby authorized to submit a bid/proposal on behalf of said Company for
the following bid/proposal to the Town of Wellfleet: _____

_____.

Name of Authorizing Person

Position/Office

Name of Business

Date

Name of Company/Corporation/Partnership

Address (# Street or PO Box

telephone #

Town/State/Zip Code

email address

This form must be included with the bid/proposal.